



# **E-RATE 2017 – FORM 470**

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Kentucky Department for  
Libraries & Archives  
September 27, 2016

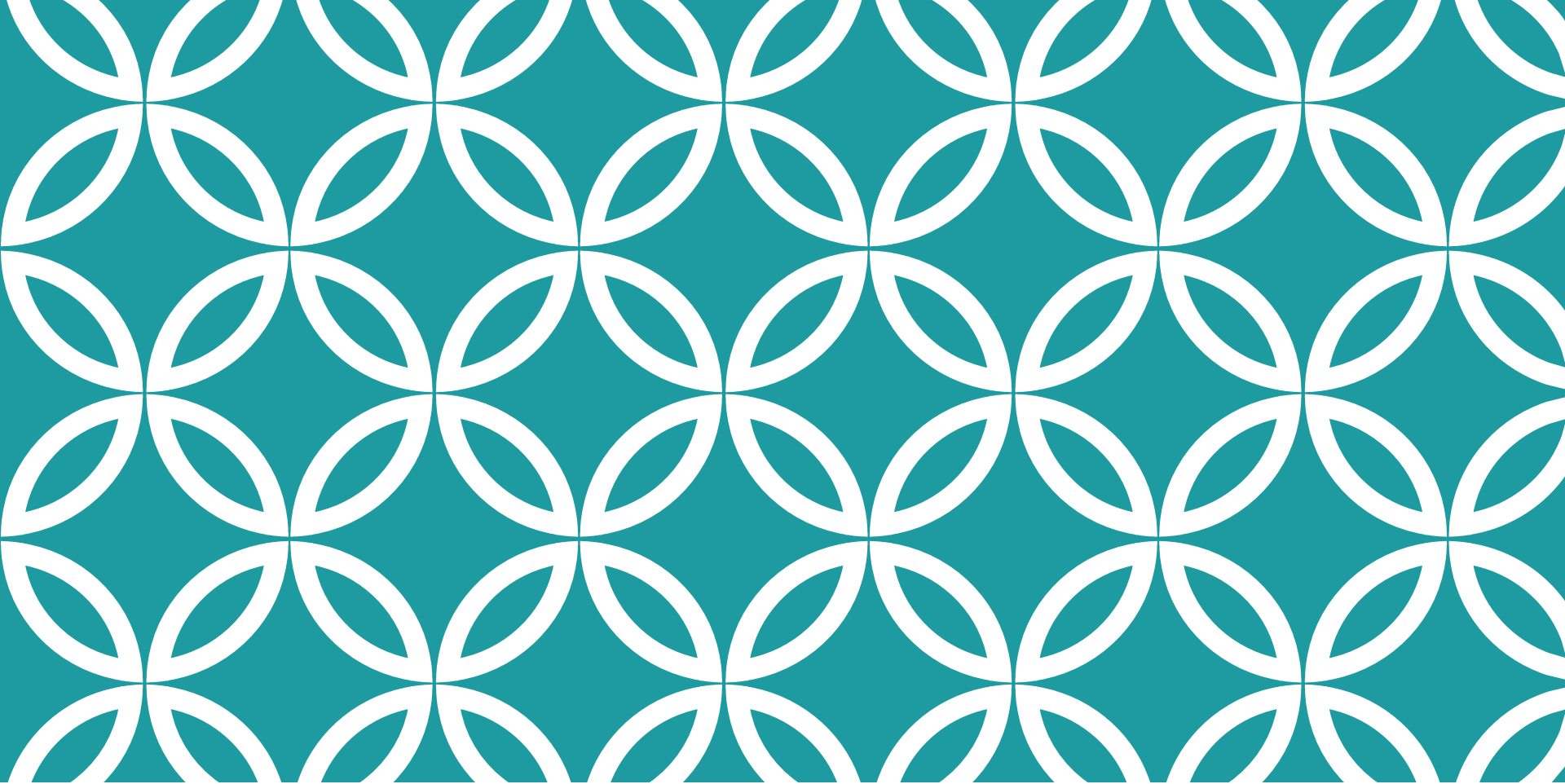
# TODAY'S AGENDA

- **BRIEF OVERVIEW OF THE E-RATE PROCESS**
- **ELIGIBLE SERVICES LIST**
- **COMPETITIVE BIDDING**
- **CONTRACTS**
- **DEALING WITH VENDORS**
- **NAVIGATING THE E-RATE PRODUCTIVITY CENTER**
- **FILING THE FORM 470**
- **BID EVALUATIONS**

# DISCLAIMER: I'M NOT THE FCC

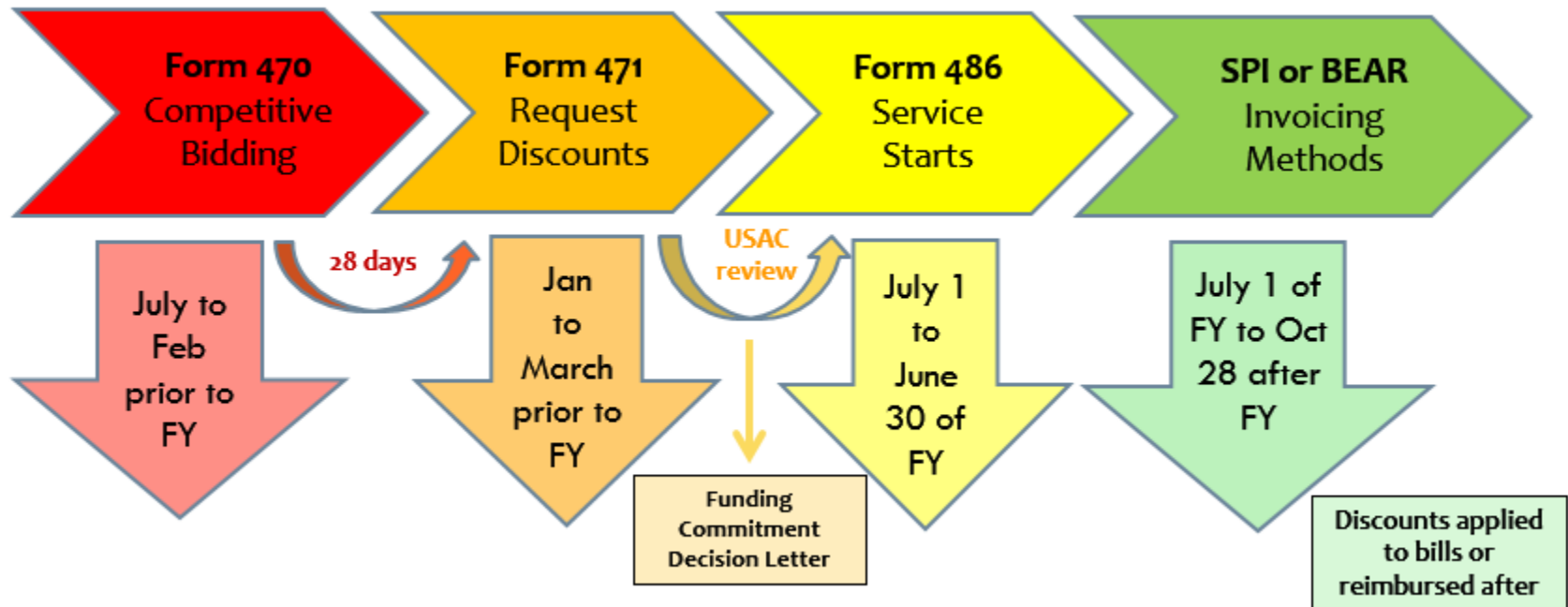


This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can only come from the FCC and USAC.**



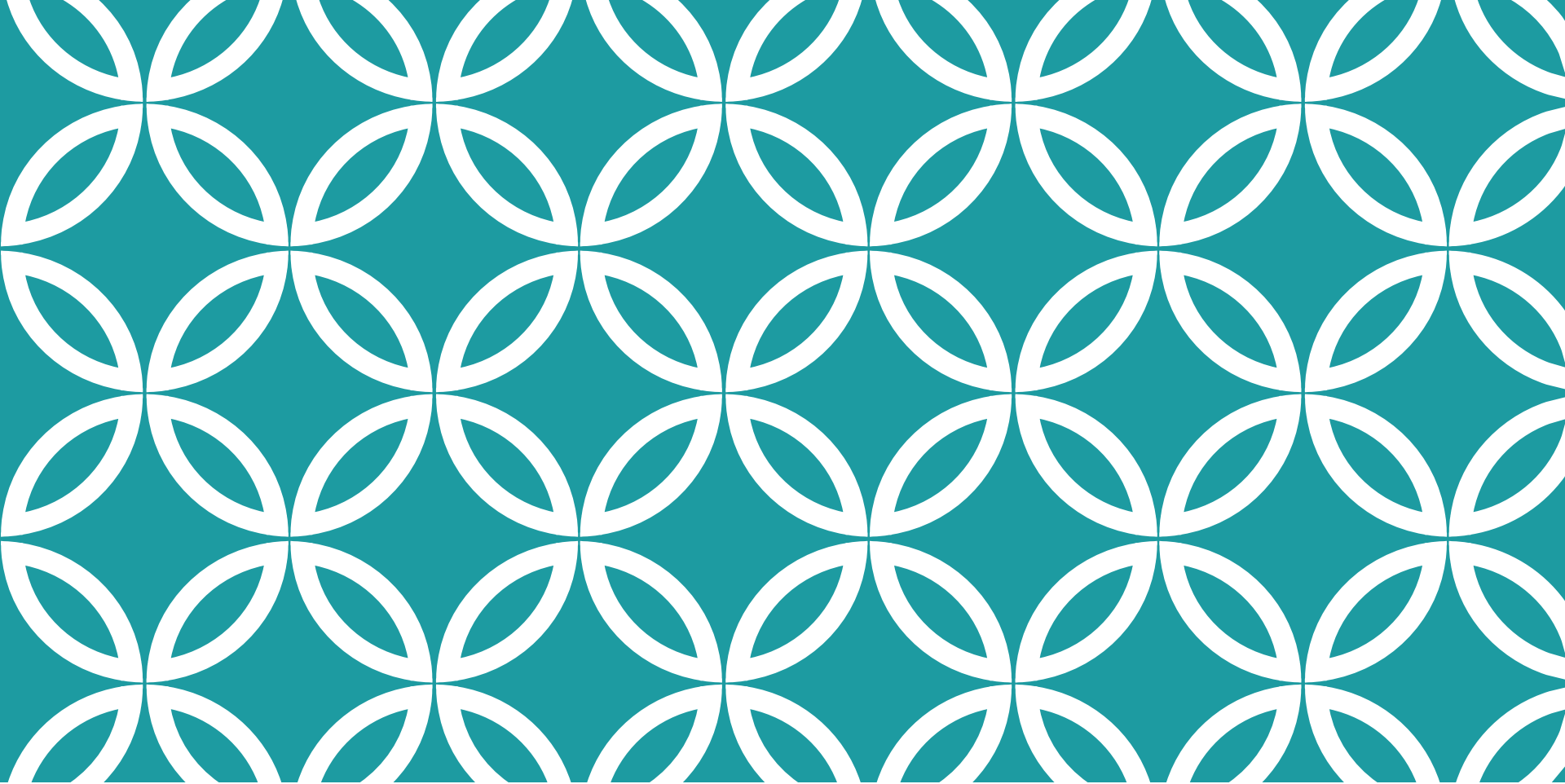
# **E-RATE PROCESS & IMPORTANT DATES**

# THE E-RATE PROCESS



# **TIMELINE FOR FY 2017-18**

- **Competitive Bidding for FY 2017-18 services**
  - Opened July 1, 2016
  - Last date to open competitive bidding: 28 days before final Form 471 deadline (TBA – likely late March/early April 2017)
- **When Services Will Happen for FY 2017-18**
  - Recurring Services (monthly internet, phone, basic maintenance)
    - July 1, 2017 to June 30, 2018
  - Non-recurring Services (Category Two)
    - April 1, 2017 to September 30, 2018



# **ELIGIBLE SERVICES LIST**



# WHAT QUALIFIES FOR E-RATE?

- The full E-rate Eligible Services List (ESL) can be downloaded from:  
<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- Eligible services are separated into two broad categories:
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device
- If products/services contain ineligible components, a cost allocation is required to separate out those costs.



# CATEGORY ONE - INTERNET

## Data Transmission Services & Internet Access

- Monthly Internet fees (DSL, cable, fiber, Wi-Fi, etc.)
- Internet access for bookmobile
- Leased data lines (T1, lit fiber, etc.)
- Self-provisioned broadband networks
- Fees for static IP addresses are eligible as part of your internet access

Category One Services occur between  
July 1, 2017 and June 30, 2018

No budget limit on  
Category One requests

# CATEGORY ONE – VOICE SERVICES

## Voice Services

- Local, long distance, and 800 (toll-free) service
- Plain old telephone service (POTS)
- Integrated Services Digital Network (ISDN)
- Interconnected voice over Internet protocol (VoIP)
- Radio loop
- Centrex
- Satellite telephone service
- Wireless telephone service including cellular voice and excluding data and text messaging
- Fax service

Category One Services must occur between July 1, 2017 and June 30, 2018

No budget limit on Category One requests

Voice Service discounts are being phased out – subtract 60 from your normal discount rate for FY 2017-18. Several libraries are no longer eligible for these discounts.

## **CATEGORY TWO (1/2)**

### **Internal Connections**

- Cabling, connectors, and related components
- Switches and routers
- Racks
- Access points
- Antennas
- Caching
- Wireless controller systems
- Firewalls (some restrictions apply)
- UPS (Uninterruptible Power Supply)
- Software supporting components on the list used to distribute broadband through the library

**More flexibility – equipment can be installed as soon as April 1, 2017 or as late as September 30, 2018.**

**These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).**


# CATEGORY TWO (2/2)

## **Managed Internal Broadband Services (MIBS)**

- 3<sup>rd</sup> party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)

## **Basic Maintenance**

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches



**Category Two funding is subject to a 5-year budget specific to each library branch (including kiosks and bookmobiles).**

**Almost all Kentucky libraries can request up to \$2.30/square foot in C2 support (pre-discount). A few in densely populated areas qualify for \$5/square foot. Budgets can change year to year due to construction.**

# MISCELLANEOUS

May fall under Category One or Two:

- Taxes, surcharges, and other similar, reasonable charges
- Rental or lease fees for eligible components
- Shipping
- Training
- Installation and configuration
  - May be performed by a 3<sup>rd</sup> party rather than the vendor who sold the equipment

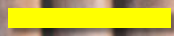
# CHILDREN'S INTERNET PROTECTION ACT

## Compliance with the Children's Internet Protection Act (CIPA):

- Necessary if requesting E-rate support for Internet Access or any Category Two products & services
- Exception: CIPA compliance not required for telecommunications services only (phone, transport)
- Has your library:
  - Implemented a filter that blocks obscene images?
  - Created an Internet Safety Policy that addresses filtering?
  - Held a public meeting prior to adopting the Internet Safety Policy?

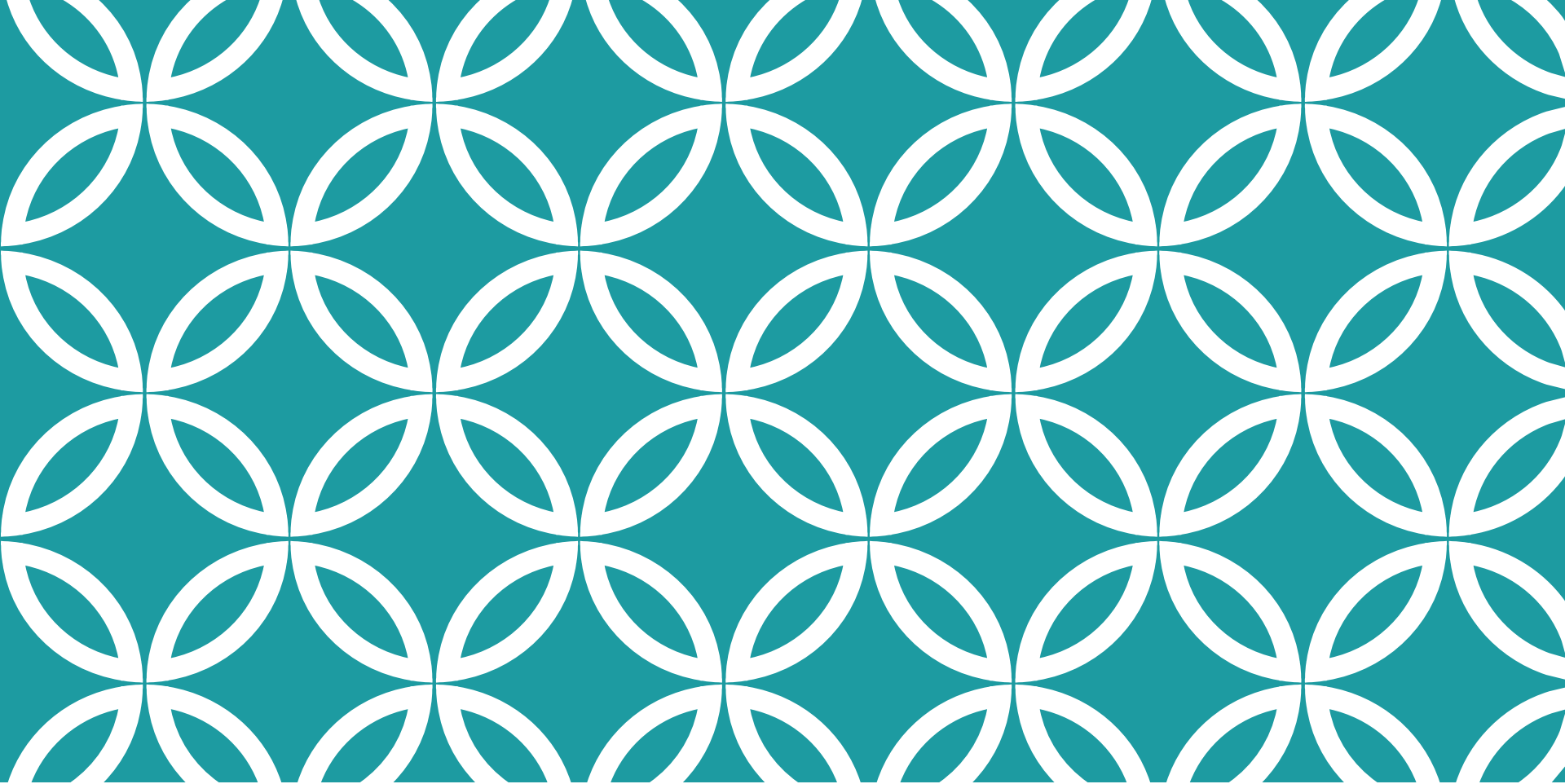


**POLL TIME**



**SOUND  
OFF!**





# **COMPETITIVE BIDDING OVERVIEW**





# COMPETITIVE BIDDING

On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least 28 days to respond with bids.

- No decision about which service provider to use can be made before 28 days have elapsed.
- You can wait longer if you want; you may have to wait longer if you release an RFP document with a later due date.

Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

# OPEN & FAIR PROCESS

- Open and fair competitive bidding is a core principle of E-rate
- From the [USAC website](#):
  - "Open" means there are no secrets in the process – such as information shared with one bidder but not with others – and that all bidders know what is required of them. "Fair" means that all bidders are treated the same and that no bidder has advance knowledge of the project information.
  - Recommended reading: File Along With Me Blog post on this topic: <http://filealongwitherate.org/keep-the-bidding-process-open-and-fair/>
- **Never** share pricing information or tell vendors who else is bidding.

# PRICE IS PARAMOUNT

E-rate applicants are required to select the most cost-effective solution for the product or service they're bidding on.

- In bid evaluations, cost must be the most heavily weighted consideration (receives the most points in the evaluation).
- The least-expensive solution doesn't always win the bid evaluation; it may not score well on factors other than cost.
- When creating a bid evaluation and scoring bids, the concept of reasonable defensiveness is important:
  - If you explained your bid evaluation to an impartial third-party, could they reasonably come to the conclusion that you selected the most cost-effective solution?

# **BUSINESS-CLASS INTERNET BIDDING EXEMPTION**

A Form 470 for internet access is not necessary if ALL these conditions are met:

- Bandwidth is at least 100 Mbps downstream and 10 Mbps upstream
- Pre-discount cost is less than \$3600 annually (\$300/month), including any installation or other eligible fees
- Service and price are commercially available



# CONTRACTS

# CONTRACT DATES (1/2)

Are any of your contracts for E-rate eligible recurring services such as internet, voice services, or mobile data for the bookmobile set to expire any time between July 1, 2017 and June 30, 2018?

- If Yes, you must bid again for these services on a FY 2017-18 Form 470
- Month-to-month or tariff contracts for recurring services must be bid every year.
- You should also bid again if service under the contract has changed substantially since you filed the establishing Form 470 (ex: upgraded internet bandwidth).

# CONTRACT DATES (2/2)

Does your library board have to review contracts for internet, voice services, and network hardware before authorizing you to sign them?

- If so, keep in mind the dates of your board meetings in early 2017. You must receive bids for 28 days after filing the Form 470, so at the latest, **you need to file the Form 470 a calendar month before your board meeting to file the Form 471 on time.**

# ALREADY UNDER CONTRACT?

**Q: I want E-rate support for FY 2017-18, but I already have a contract that covers all or part of that funding year. Is it possible to get E-rate for that service?**

**A: Yes, but there are some provisos:**

- Your contract must honestly win the bid evaluation.
- You must memorialize your contract with a new E-rate “Contract Award Date”—you’ll sign and date the contract again to show that it won the bid evaluation at some date after the 28 day competitive bidding period.
- **THIS IS NOT A GREAT WAY TO DO E-RATE** – The best practice is to file a Form 470, wait at least 28 days, and then make a new contract. Any deviation from this best practice complicates how you enter data on forms and your application review process.



# STATE BIDDING RULES (1/3)

- Most Kentucky libraries follow the Kentucky Model Procurement Code
  - The library board must adopt the MPC as its official way to purchase, and this step was likely taken many years ago (the MPC is 20+ years old).
  - Spelled out in KRS 45A.345–.460
  - Must bid for contracts and purchases over \$20,000, and there must be an adequate notice 7 days before the date set for the opening of bids. The bids must be opened publicly in an announced location and the contract awarded to either the lowest bidder or the bidder submitting the lowest evaluated bid price. (See [KRS 45A.365](#))

# STATE BIDDING RULES (2/3)

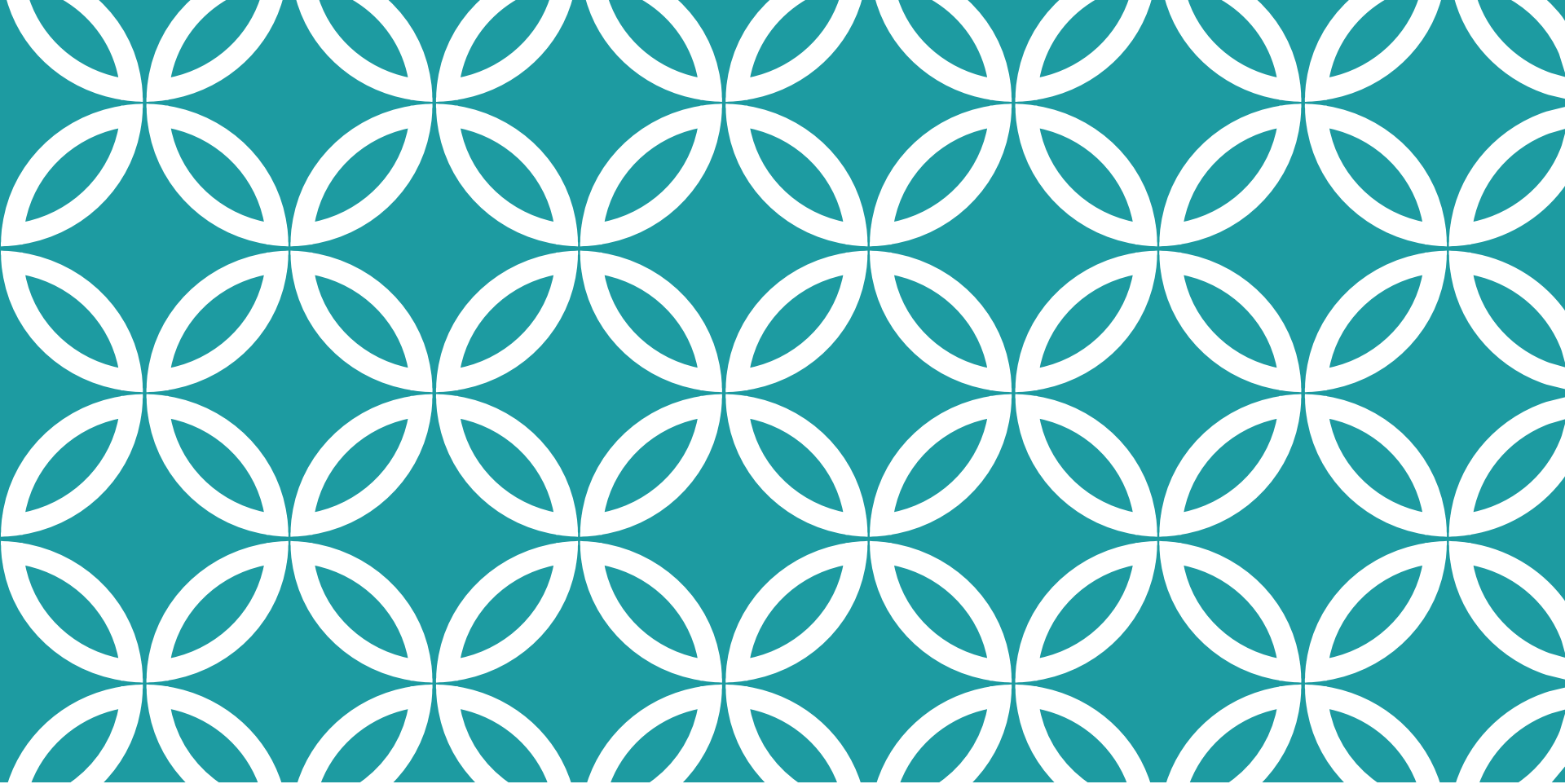
- If your library doesn't follow the Model Procurement Code, then purchases over \$20,000 must be bid per [KRS 424.260\(1\)](#)
  - Must also advertise the bid per [KRS 424.130](#)
  - You need only advertise once, but may advertise two or more times provided that at least one advertisement is carried between 7 and 21 days before the close of bidding. The advertisement must include a description of what is to be bid, the time and place for receipt of bids, and any special terms of the sale.

# STATE BIDDING RULES (3/3)

- The Form 470 contains a field for state and local procurement information. Here's some boilerplate for you to use:
  - The Kentucky Model Procurement Code (see KRS 45A.345-.460) and KRS 424.260 require bids for contracts and purchases over \$20,000. See <http://www.lrc.ky.gov/Statutes/index.aspx> for more information.

# DOCUMENT RETENTION — SAVE IT ALL!

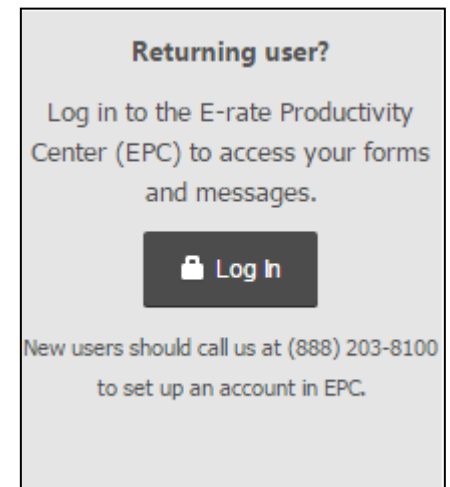
- Save **everything** related to E-rate filing. The document retention period is **10 years from the end of the funding year.**
  - FCC Forms
  - Any correspondence from USAC or the FCC.
  - Copies of bids
  - Contracts or agreements with service providers
  - Copies of bid evaluation form/decision process for choosing winning bid
  - Invoices and proof of delivery, service, etc.



# **E-RATE PRODUCTIVITY CENTER: UPDATING LIBRARY PROFILES**

# E-RATE PRODUCTIVITY CENTER

- To set up account or if you have login issues: call the USAC Client Services Bureau at 1-888-203-8100
  - Must select a staff member to act as account administrator. Once the administrator is set up in EPC, he/she can add more users for your library.
- Two ways to get to EPC portal:
  - Go to [portal.usac.org](https://portal.usac.org)
  - Go to main USAC website for Schools and Libraries ([www.usac.org/sl](https://www.usac.org/sl)) and select '[Apply for E-rate](#)' under Resources & Tools on the left. Then look for Log In button (picture on right).
  - Apply for E-rate page links to other resources such as videos.



# BEFORE YOU FILE: DATA CLEANUP



Before you start filing forms for FY 2017-18, you should make sure the information you have about your library system and its branches is still accurate

- Has the address, phone, or square footage changed?
  - Update information in the E-rate Productivity Center (next two slides)
  - If the square footage will change before June 30, 2018 due to construction, make sure you have documentation to verify the new square footage.
- Are you opening or closing branches during FY 2017-18?
  - Contact USAC customer service for entity numbers for new branches
  - Consider permanently canceling entity numbers for closed branches once all E-rate invoicing for that branch has been completed.

# UPDATING BRANCH/SYSTEM PROFILES (1/2)

## My Landing Page



Welcome, Pioneer County Public Library System!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

### Notifications

Notification Type

Funding Year

Notification	Description	Issued Date
No items available		

**To update the address, phone, square footage, or other information about your system or its branches, go to My Landing Page and click on the name under My Entities.**

### My Entities

Entity	Entity Number	City	State	Zip Code
<a href="#">Pioneer County Public Library System</a>	208	Boonesburg	KY	40069
<a href="#">Loganville Branch Library</a>	209	Loganville	KY	40078
<a href="#">Pioneer County Public Library Main Branch</a>	210	Boonesburg	KY	40069
<a href="#">Pioneer County Bookmobile</a>	211	Boonesburg	KY	40069



# UPDATING BRANCH/SYSTEM PROFILES (2/2)

[Records / Applicant Entities](#)

## #210 - Pioneer County Public Library Main Branch [Follow](#)

### Organization Details

**Name** Pioneer County Public Library Main Branch

**Entity Number** 210

**FCC Registration Number**

### Contact Information

**Physical Address** 100 Main Street  
Boonesburg, KY 40069

**Mailing Address** 100 Main Street  
Boonesburg, KY 40069

### Applicant Attributes

**Latitude** Not Found

**Longitude** Not Found

**Urban/Rural Status**

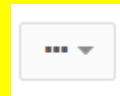
**Library Sub-Type** ☒ Public Library

[Manage Organization](#)

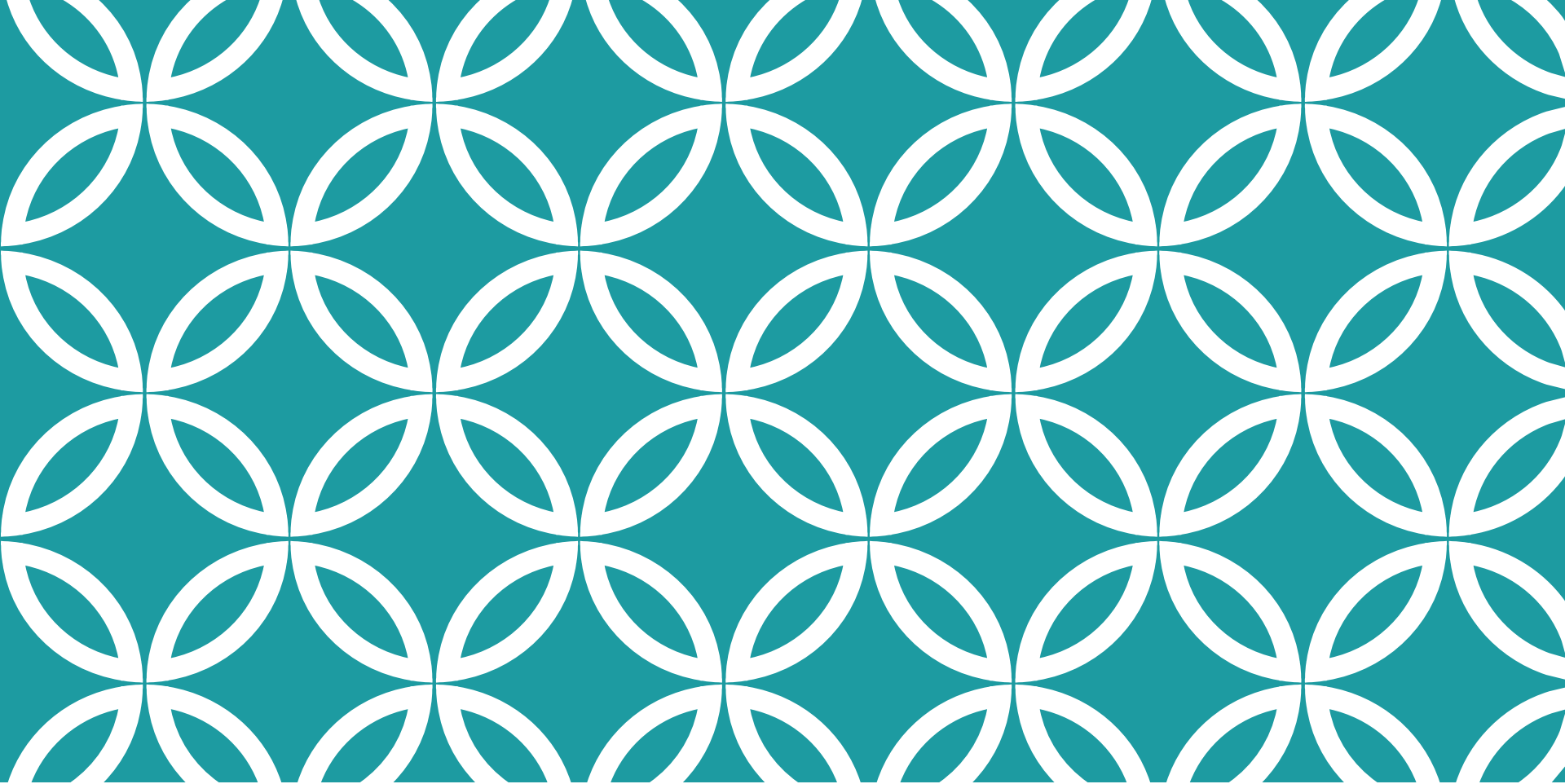
[Manage Annexes](#)

**Applicant Type** Library

**On the next page, click on Manage Organization to update and submit changes. NOTE: To update the overall entity for a library system, you will need to look for the Manage Organization option on the 'more actions' menu, which has an ellipsis:**



**User-Entered Urban/Rural**



# **FORM 470 – BASIC INFORMATION**

# START OR CONTINUE A FORM 470

The screenshot displays the USAC TRAINING web application interface. At the top, a navigation bar includes links for News, Tasks (14), Records, Reports, and Actions. The 'Tasks (14)' link is circled in yellow, with a callout box stating: 'Continue working on an in-process Form 470 under Tasks'. To the right, a user profile for 'Lauren Abner' is shown next to the 'Appian' logo. Below the navigation bar, the 'My Landing Page' section features the USAC TRAINING logo and a welcome message for the 'Pioneer County Public Library System!'. A list of links is provided, including 'Funding Request Report', 'FCC Form 470' (circled in pink), 'FCC Form 471', 'FCC Form 486', 'Appeal', 'Manage Users', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'. A callout box points to 'FCC Form 470' with the instruction: 'Click FCC Form 470 to start a new form'. Below this, the 'Notifications' section contains filters for 'Notification Type' (set to 'Please select a value') and 'Funding Year' (set to '-- Select a Funding Year --'). A 'Status' filter is also present with radio buttons for 'All' (selected), 'Generated', and 'Not Generated'. A table with columns 'Notification', 'Description', 'Issued Date', 'Generated By', and 'Generated On' is shown, but it contains no data, with the message 'No items available'. At the bottom, the 'My Entities' section lists three entities: 'Pioneer County Public Library System' (highlighted with a blue box and a callout), 'Loganville Branch Library', and 'Pioneer County Public Library Main Branch'. A callout box points to the 'Pioneer County Public Library System' entity with the text: 'Can also start a 470 by clicking on the library system, then Related Actions, then Create FCC Form 470'. To the right of the entities list, a table displays details for each entity, including 'State' and 'Zip Code'.

News **Tasks (14)** Records Reports Actions

Lauren Abner Appian

## My Landing Page

USAC TRAINING

Welcome, Pioneer County Public Library System!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

### Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

Status: ☒ All ☐ Generated ☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

### My Entities

Entity	State	Zip Code
Pioneer County Public Library System	KY	40069
Loganville Branch Library	KY	40078
Pioneer County Public Library Main Branch	KY	40069

# FORM 470 — NOTES ON NAVIGATION



Save Changes

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001502

Last Saved: 9/23/2016 4:17 PM EDT

Basic Information

Service Requests

Technical Contact

Procurement

FCC Form 470

Certifications & Signature

Where applicable, we've completed this section of the form for you. If the information is incorrect, or you wish to change it, click on the Manage Organization from the Related Actions list. You can also click on the applicant entity's account administrator or create a new one.

entity's profile. If any of the non-eligible entities are listed, please contact your account administrator to remove the entity's profile.

You have the option to permanently discard forms you're working on. You will receive periodic email reminders from EPC if you leave incomplete forms on your Tasks list.

Careful--think of this as passing the baton. Sharing an in-process form with another EPC user in your library system will remove it from your Tasks list. That user has to 'share' the form back to you!

Save & Continue to go to next page

Use Back button to return to a previous page

Back

Discard Form

Save & Share

Save & Continue

# FORM 470 – BASIC INFORMATION (1/3)

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001502

Last Saved: 9/23/2016 3:04 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806) [⊕](#)

### Billed Entity Information

Pioneer County Public Library System  
100 Main Street  
Boonesburg, KY 40069  
111-222-3333  
library.system10.user1@mailinator.com

Billed Entity Number  
FCC Registration Number

Your library system's Billed Entity Information will be pulled from its EPC profile.

### Application Nickname

Please enter an application nickname here.\*

Monthly Internet for FY 2017-18|

Enter a nickname that will be easy to find on your Task list or when sorting through your library's completed forms.

Discard Form

Save & Share

Save & Continue

# FORM 470 – BASIC INFORMATION (2/3)

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001502

Last Saved: 9/23/2016 4:17 PM EDT

Basic Information

Service Recipients

FCC Form 470  
Review

Certifications &  
Signature

Where applicable, we've completed the  
editable information is incorrect, or you  
clicking Manage Organization from the  
applicant entity's account administrator

The Number of Eligible Entities should include your main library and other branches (kiosks and bookmobiles).

your applicant entity's profile. If any of the non-  
your profile first by going to your entity record, and  
to Manage Organization, please contact your  
ates to your applicant entity's profile.

### Application Type and Recipients

Applicant Type: Library System

Number of Eligible Entities: 3

Recipient(s) of  
Service

- ☒ Public Library
- ☒ Bookmobile
- ☒ Main Branch
- ☒ Public Library System

### Recipients of Service

Billed Entity Name

Pioneer County Public Library System

Billed Entity Number

208

Only the name and BEN for the library system will be listed here because it handles billing for all the branches.

Back

Discard Form

Save & Share

Save & Continue

# FORM 470 — BASIC INFORMATION (3/3)

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001502

Last Saved: 9/23/2016 4:19 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Next, you will identify the individuals assisting in seeking E-rate support.

### Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update y

### Contact Information

Are you the main contact person?

Yes ✓

No

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

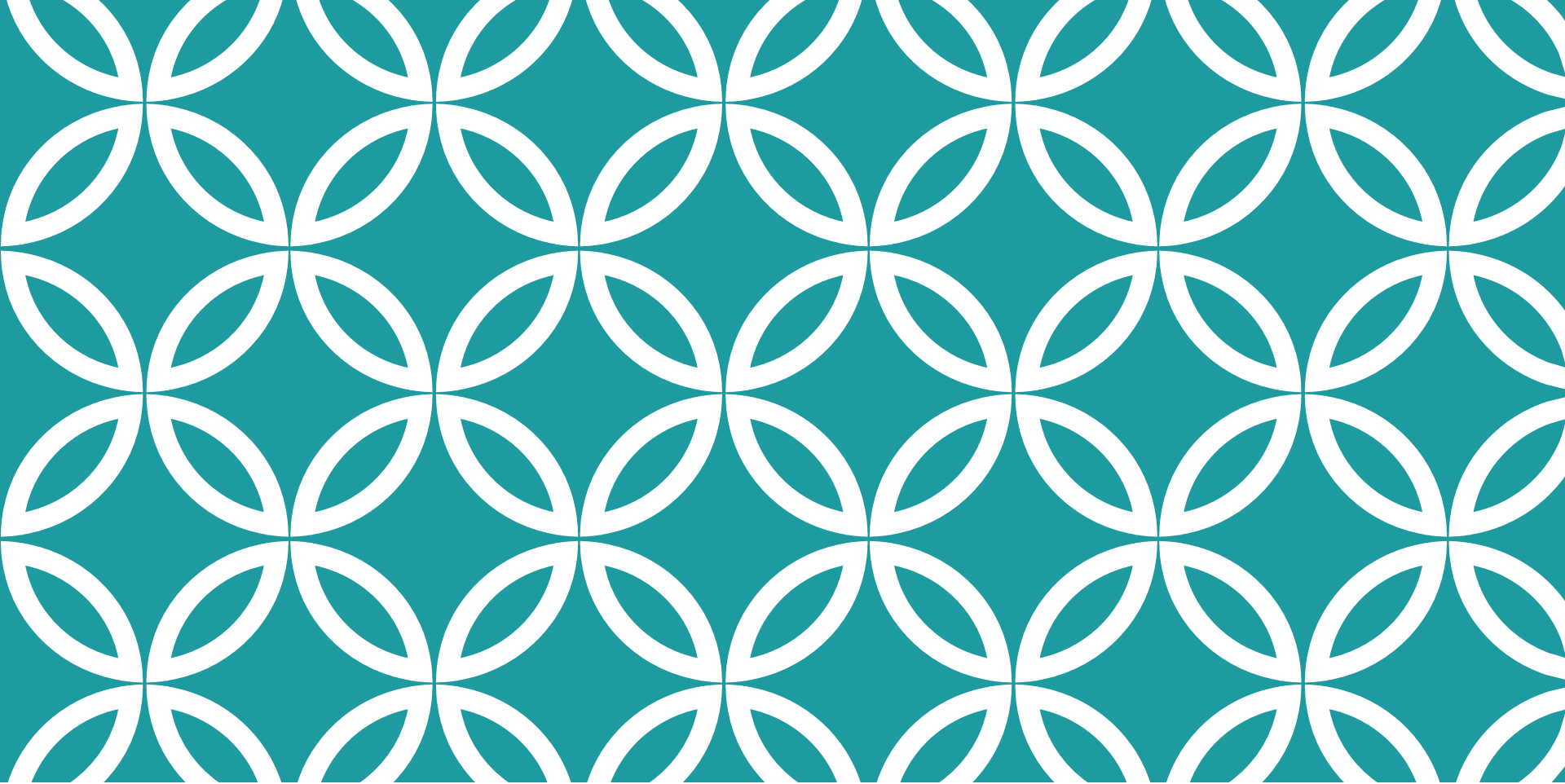
Back

Discard Form

Save & Share

Save & Continue

**If you select Yes, your contact info will automatically appear. If you select No, you can search for other users with EPC accounts associated with your library.**



# **FORM 470 – RFP DOCUMENTS**



# CATEGORY(S) OF SERVICE

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001502

Last Saved: 9/23/2016 4:20 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Procurement  
Information

Next, you will identify the category(s) of service requested.

### Category(s) of Service

What are the category(s) of service that you are requesting?

Category 1 ✓

- Internet Access and/or Telecommunications

Category 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

**Select which Categories of Service you want to request on this form. You can file separate forms for each type or file for both Categories on the same form—your choice.**

Back

Discard Form

Save & Share

Save & Continue

# RFP DOCUMENTS (1/3)

USAC uses the terms ‘RFP’ or ‘request for proposal’ for any documents that further describe an applicant’s needs. Such documents are useful when making extensive requests (such as major network equipment upgrades).

- **Applicants must upload RFP documents:**
  - **If such documents have been issued as part of the procurement**—you have to upload them in EPC, not merely provide a link to where they are posted elsewhere
  - **To request cellular data for the bookmobile;** bizarrely, the E-rate program rules do not require this, but applicants are forced to upload something due to an unresolved glitch in the E-rate Productivity Center. Applicants can simply upload a document saying that the RFP is not required for bookmobile data or they can upload a true RFP document. A template for a bookmobile data RFP can be downloaded from the [KDLA E-rate page](#).
  - **To request dark fiber/self-provisioning**

# RFP DOCUMENTS (2/3)

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001502

Last Saved: 9/23/2016 4:21 PM EDT

Basic Information

Service Requests

Technical Contact Information

Certifications & Signature

If you are using RFPs for any of the requested services, start by uploading RFP documents.

### RFPs for Service Requests


Is there a RFP for any of the services you are requesting?

Yes ✓

No

**Choose File allows you to upload documents from your computer. If your RFP contains several documents, you can load a zip file.**

Please upload all RFPs for the services you are requesting.

Bookmobile data RFP 2017.docx (12.27 KB) 

**Choose File** No file chosen

You must upload your actual RFP document. Uploading a hyperlink to another website, including bid management software, is not sufficient and can lead to funding denial.

**Click the X beside the RFP name to remove it.**

**You must answer the RFP question to move forward; if you indicate Yes, options for uploading files will appear**

Back

Save & Share

Save & Continue

# RFP DOCUMENTS (3/3)

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for  
#170001502

Last Saved: 9/23/2016 4:23 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Procurement  
Information

Communications &  
Signature

Next, you will indicate whether RFPs are applicable across a category

### RFPs for Service Requests

If applicable, please select the RFP(s) that apply to all new category ONE services.

☒ Bookmobile data RFP 2017

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

If applicable, please select the RFP(s) that apply to all new category TWO services.

☐ Bookmobile data RFP 2017

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

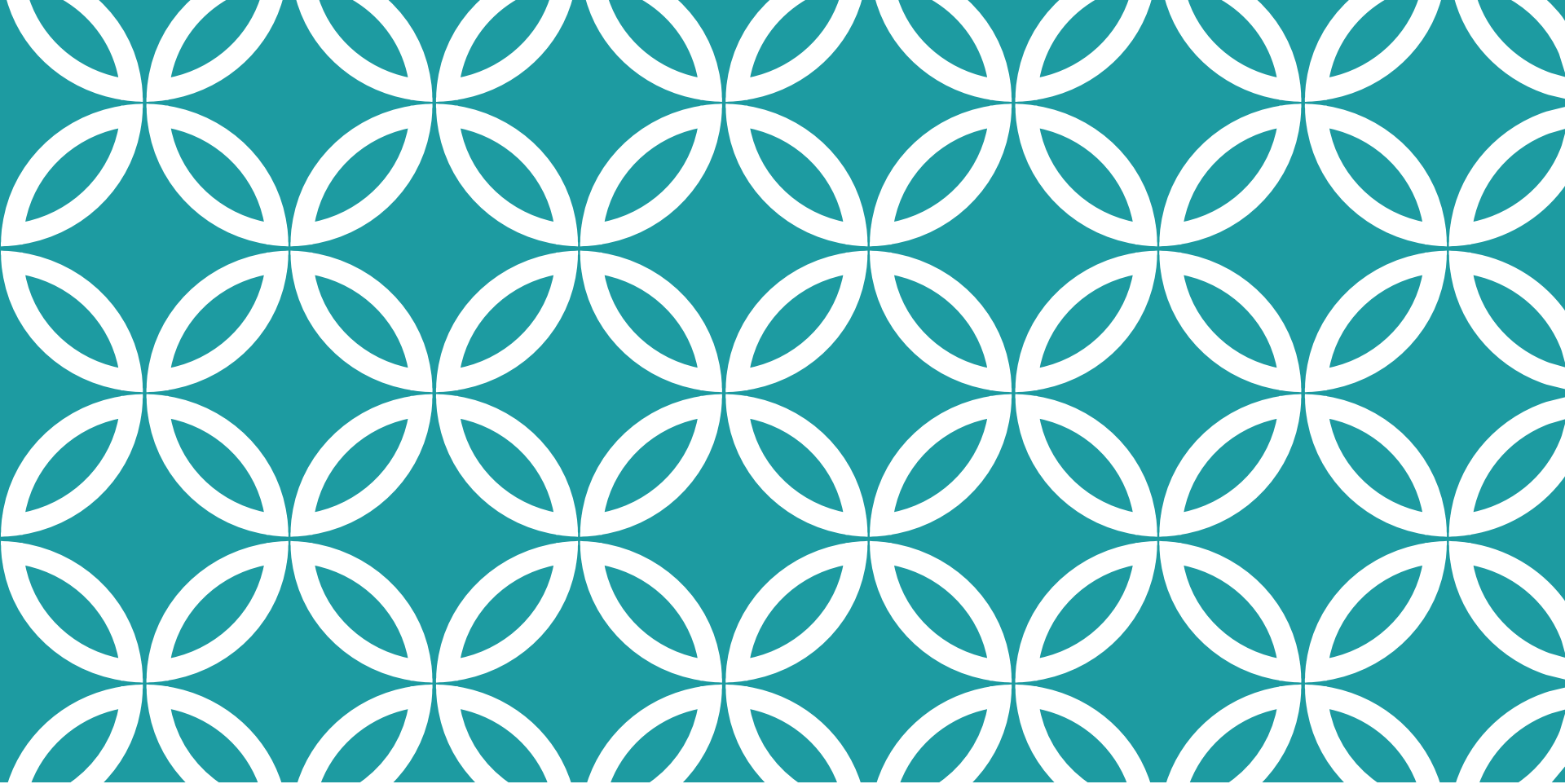
If you upload RFPs, you need to indicate which category(s) of service the RFP involves.

Back

Discard Form

Save & Share

Save & Continue



# **FORM 470 – EXAMPLES OF SERVICE REQUESTS**

# ADDING SERVICE REQUESTS

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001502

Last Saved: 9/23/2016 4:23 PM EDT

Basic Information   Service Requests   Technical Contact Information   Procurement Information   FCC Form 470 Review

Next, you will describe the services you are requesting.

### Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

Add New Service Request

Edit Service Request

Remove Service Request

#### Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be able to provide, and any disqualification factors.

### Service Requests: Category Two

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'.

Add New Service Request

Edit Service Request

Remove Service Request

The Narrative field for each Category allows you to more fully describe your needs to potential service providers. (See later slides for tips on narratives).

Add each service under the appropriate Category. You'll see only the Categories you indicated on a previous screen.

# CATEGORY ONE — INTERNET EXAMPLE

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506

Last Saved: 9/26/2016 8:40 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Certifications &  
Signature

Next, you will describe the services you are requesting.

### Add New Service Request

Function \*

Please select a value

Please select a value

Transport Only - No ISP Service Included

Cellular Data Plan/Air Card Service

Cellular Voice

Dark Fiber

Internet Access & Transport Bundled

Internet Access, ISP Service Only

Lit Fiber Service

Other

Self-provisioning

Voice Service (Analog, Digital, Interconnected VOIP, etc)

Select the type of service you're seeking from the drop-down. Related fields will automatically pop up so you can further describe the service you're seeking.

Add

Most Kentucky libraries should choose **Internet Access & Transport Bundled** to cover monthly Internet charges.

# SERVICE REQUEST DETAILS - INTERNET

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506

Last Saved: 9/26/2016 8:40 PM EDT

Put in how many circuits are needed.

Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review

Describe the services you are requesting.

### Service Request

Function *	Number of entities served? *
Internet Access & Transport Bundled	2
Quantity *	
2	
Unit	
Circuits	
Minimum Capacity *	Are you also seeking Installation, Activation and Initial Configuration for this service? *
25 Mbps	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
Maximum Capacity *	Are you also seeking Maintenance and Technical Support for this service? *
100 Mbps	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
	Please select the RFP(s) that apply to this service request.
	<input type="checkbox"/> Bookmobile hotspot RFP

In this example, 2 entities are served because the library system has a main branch and an administrative building.

Choose Yes to cover other potential fees for setup and tech support of your Internet service.

Minimum capacity should be your current download speed. Maximum capacity should be set to your desired higher speed.

If an RFP relates to the particular service request, check the box.

Add

Click Add when you've answered all questions.



# CELLULAR DATA FOR BOOKMOBILE

## Add New Service Request

Function \*

Cellular Data Plan/Air Card Service ▼

Quantity \*

1

Unit

Lines

Minimum Capacity \*

5 Mbps ▼

Maximum Capacity \*

10 Mbps ▼

Number of entities served? \*

1

Are you also seeking Installation, Activation and Initial Configuration for this service? \*

☒ Yes

☐ No

Are you also seeking Maintenance and Technical Support for this service? \*

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request. \*

☒ Bookmobile hotspot RFP

Cancel

List a range here, but you can be more specific about capacity in an RFP. Also, remember this is the speed of the connection, not the amount of data allotted to the account each month.

You must attach your bookmobile data RFP to this request.

Add

# CATEGORY TWO – INTERNAL CONNECTIONS

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506

Last Saved: 9/26/2016 9:00 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Procurement  
Information

FCC Form 470 Review

Certifications &  
Signature

Next, you will describe the services you are requesting.

### Add New Service Request

Service Type\*

- ☒ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

Function\*

Router

Quantity\*

2

Unit

Each

Cancel

Manufacturer

Linksys or equivalent

Are you also seeking Installation/ Activation and Initial Configuration for this service?\*

- ☐ Yes
- ☒ No

Please select the RFP(s) that apply to this service request.

☐ 2016 RFP for bookmobile cellular data

Internal Connections requests must always include 'or equivalent' due to E-rate bidding rules and will be included automatically if you choose an option besides 'No Preference'.

You must select Service Type, then Function.

Add

# BASIC MAINTENANCE OF INTERNAL CONNECTIONS (BMIC)

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #1700

Last Saved: 9/26/2016 9:00 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Procurement  
Information

FCC Form 470 Review

Certifications  
Signature

Next, you will describe the services you are requesting.

### Add New Service Request

#### Service Type \*

- ☐ Internal Connections
- ☒ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

#### Function \*

Firewall Service and Components

#### Quantity

1

Unit  
Each

Cancel

#### Manufacturer

Fortinet

#### Number of entities served?

2

Please select the RFP(s) that apply to this service request.

- ☐ 2016 RFP for bookmobile cellular data

Specific manufacturers are listed on BMIC because you're seeking service on Category Two equipment you already own or intend to purchase. You can provide more specifics about what you own and what you need in the Narrative field.

It's usually a good idea to bid for BMIC on any equipment you're trying to purchase in case you want to take advantage of optional technical support packages vendors will try to sell you. If you don't end up purchasing BMIC later, no big deal.

Add

# EDITING/REMOVING A SERVICE REQUEST

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506

Last Saved: 9/26/2016 9:00 PM EDT

Basic Information

Procurement  
Information

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Review

Certifications &  
Signature

Next, you will describe the

### Service Requests:

Please enter the service request

**Check box beside the request you want to edit or remove. You may select only one request at a time.**

<input checked="" type="checkbox"/>	Service Type	Function	Minimum Capacity	Maximum Capacity	Entities	Quantity	Installation	Maintenance
<input checked="" type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	25 Mbps	100 Mbps	2	2	Circuits Yes	Yes

**Choose to Edit or Remove the request you selected.**

Add New Service Request

Edit Service Request

Remove Service Request

# NARRATIVE & INSTALLMENT PLAN

## Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Example: If you are seeking specific additional capacity levels that you are seeking, additional descriptions of the services bidders should consider, and other factors.

The Pioneer County Public Library system has 2 eligible entities for Internet Access & Transport Bundled. Main Street, Boonesburg, KY 40069 needs a minimum of 50x50M internet, and our branch library at 300 Tump Road, Booneville, KY 40008 needs a minimum of 25x3M internet. Please provide quotes for all downstream capacities available between 25M and 100M. Vendor must have a SPIN or the bid will be disqualified.

If you are seeking bids for additional capacity tiers between the minimum and maximum, you must state which additional values.

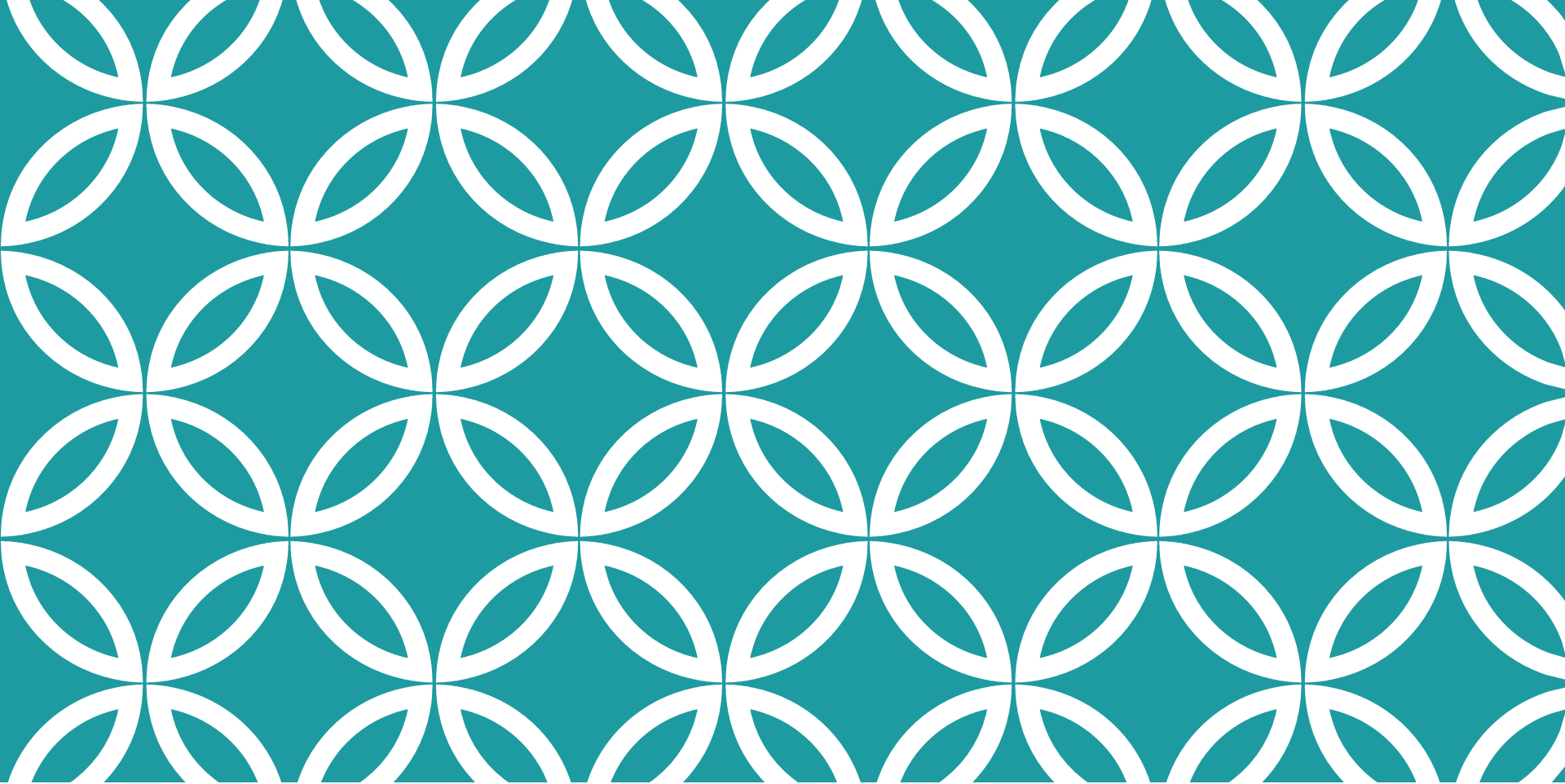
**See next section for tips on completing the narrative field to describe your service requests.**

## Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? \*

- ☐ Yes  
☒ No

**For Category One, you have to answer a question about installments for special construction. It's doubtful any Kentucky libraries will request special construction, so most likely the answer is No.**



# **FORM 470 – CRAFTING A NARRATIVE**

# NARRATIVE – ADVANTAGES

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions potential service may have.
- A detailed narrative field also helps KDLA's Technology Consultant when reviewing draft PDF versions of your form. If your narrative description doesn't match the service requests listed, she can help you fix those issues.

# WHAT TO INCLUDE IN NARRATIVE (1/2)

- NOT an exhaustive list:
  - **Contract dates** – What is the desired start date for the contract? This is good to include if your current contract ends mid-year.
  - **Internet speeds** – What are the minimum downstream AND upstream bandwidths you're seeking? Do you need burstable bandwidth at particular times?
  - **Describing your library system** – A potential service provider may not take the time to research every name/location of buildings in your library system because EPC doesn't make that easy. Putting the names & addresses of branches in the narrative makes it easier for them to look up whether those branches are in their service area.
  - **Voice services** – If you're asking for cellular voice services for staff, are there ineligible costs you'd like the service provider to cost allocate (like texting, data)? Does one of your phone lines need to be for fax service? Do you have a preference for VoIP?

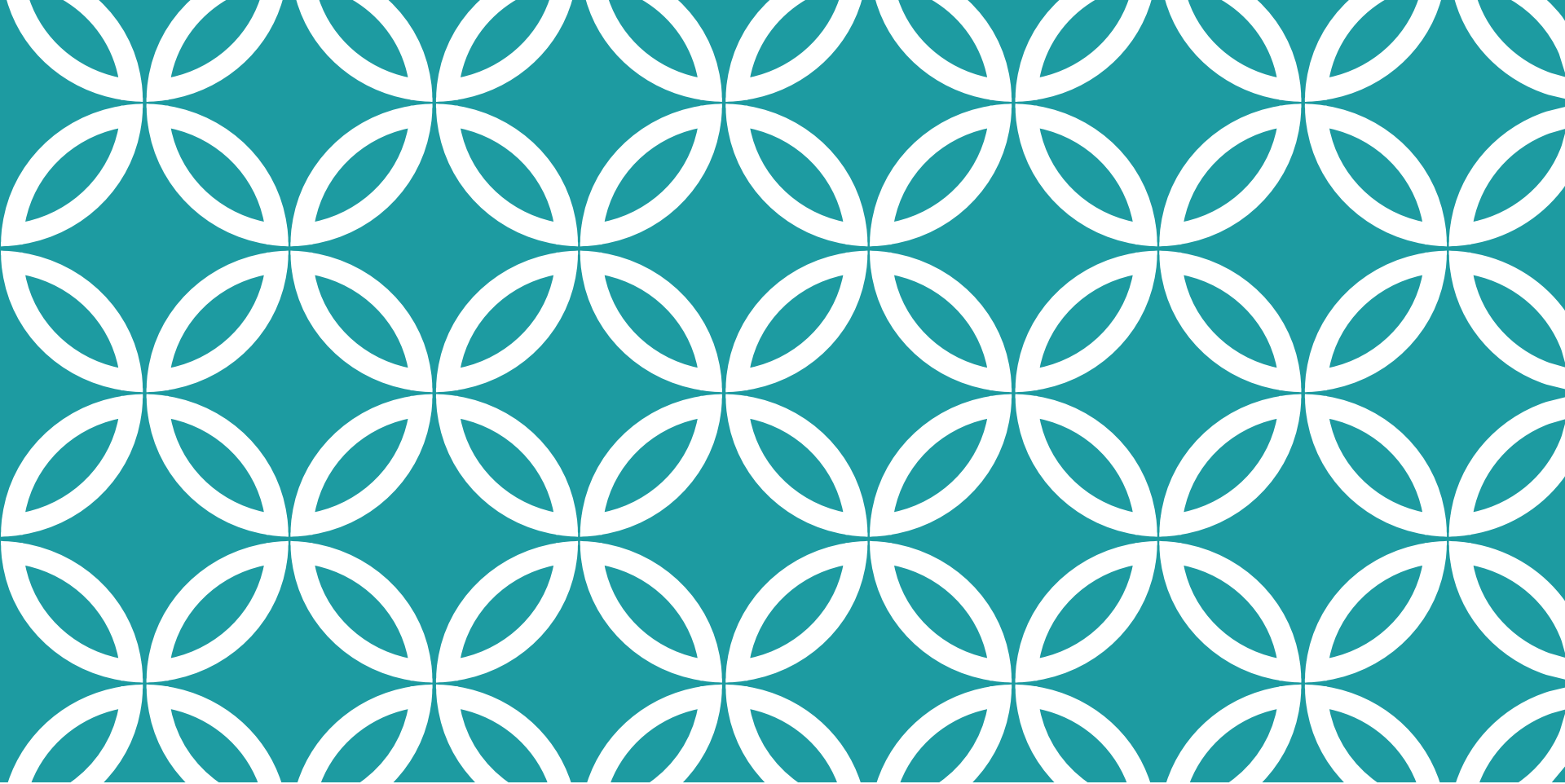


# WHAT TO INCLUDE IN NARRATIVE (2/2)

- NOT an exhaustive list (continued):
  - **Bidding** – Do you have any specifics about how you want bids to be submitted or formatted? You can also emphasize that cost proposals should reflect the Lowest Corresponding Price (LCP), GSA (federal) pricing, or any pricing available to governmental units.
  - **Compatible equipment** – If you're requesting Category Two products/services, do they need to be compatible with items your library already owns? What other specs are important?
  - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN)?
    - Disqualification factors must be clearly listed on the Form 470 and must be binary (Yes or No answers)
    - See the [12/15/15 SL News Brief](#) for more on disqualification factors
- The narrative field is limited to 5,000 characters. If you need more space to describe your needs, consider uploading an RFP document.

# EXAMPLE NARRATIVES

- Narrative for Category One – Internet Access & Transport Bundled:
  - The Pioneer County Public Library system has 2 eligible entities for Internet Access & Transport Bundled. The Main Branch located at 100 Main Street, Boonesburg, KY 40069 needs a minimum of 50x50M internet, and our branch library at 300 Tulip Poplar Lane, Loganville KY 40078 needs a minimum of 25x3M internet. Please provide quotes for all downstream capacities available between 25M and 100M. Vendor must have a SPIN or the bid will be disqualified.
- Narrative for Category Two – Internal Connection
  - The Pioneer County Public Library system has 1 eligible entity for Category Two requests, its Main Branch located at 100 Main Street, Boonesburg, KY 40069. The Main Branch needs: +/- 500 feet of Cat6 cabling; +/- 20 three-foot patch cables; and +/- 1 (one) 48-port PoE switch. Basic Maintenance of eligible broadband internal connections components may include repair and upkeep of eligible hardware, configuration changes, basic technical support including online and telephone based technical support, and software upgrades and patches including bug fixes and security patches. All cost proposals must reflect any available to governmental unit discounts. Each line item on the proposal should clearly list quantity, manufacturer, part number, description, unit price, and extended price. Disqualification factors: proposals MUST include SPIN and MUST separate eligible and ineligible services by line item for all services to which service provider responds. Additional points on bid evaluation will be given to vendors that offer Service Provider Invoicing (SPI/Form 473).



# FORM 470 — TECH CONTACT & STATE/LOCAL PROCUREMENT



# TECHNICAL CONTACT PERSON

## FCC Form 470 - Funding Year 2017

### Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form

Last Saved: 9/26/2016 9:00 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Procurement  
Information

FCC Form 470 Review

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions from the services you are seeking.

#### Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

Yes ✓

No

How would you like to enter the technical contact details?

Search EPC System

Enter Details Manually ✓

First Name \*

Teddy

Last Name \*

Techguy

Title

IT Manager

Phone Number \*

555-555-2525

Phone Number Extension

5

Email \*

teddy.techguy@mailinator.com

Re-enter Email \*

teddy.techguy@mailinator.com

Back

Discard Form

Save & Sh

If needed, add a **Technical Contact** who can best answer specific questions about your network and/or your needs. It can be a user in EPC or someone you enter manually.

**WARNING: Absolutely do not list someone as a Technical Contact if that person is potentially a vendor that will respond to the Form 470!!!**

# STATE OR LOCAL PROCUREMENT REQUIREMENTS

## FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506

Last Saved: 9/26/2016 9:00 PM EDT

Basic Information

Service Requests

Technical Contact  
Information

Procurement  
Information

FCC Form 470 Review

Certifications &

Next, you will enter all information regarding state and local procurement rules.

### State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services?

Yes ✓

No

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

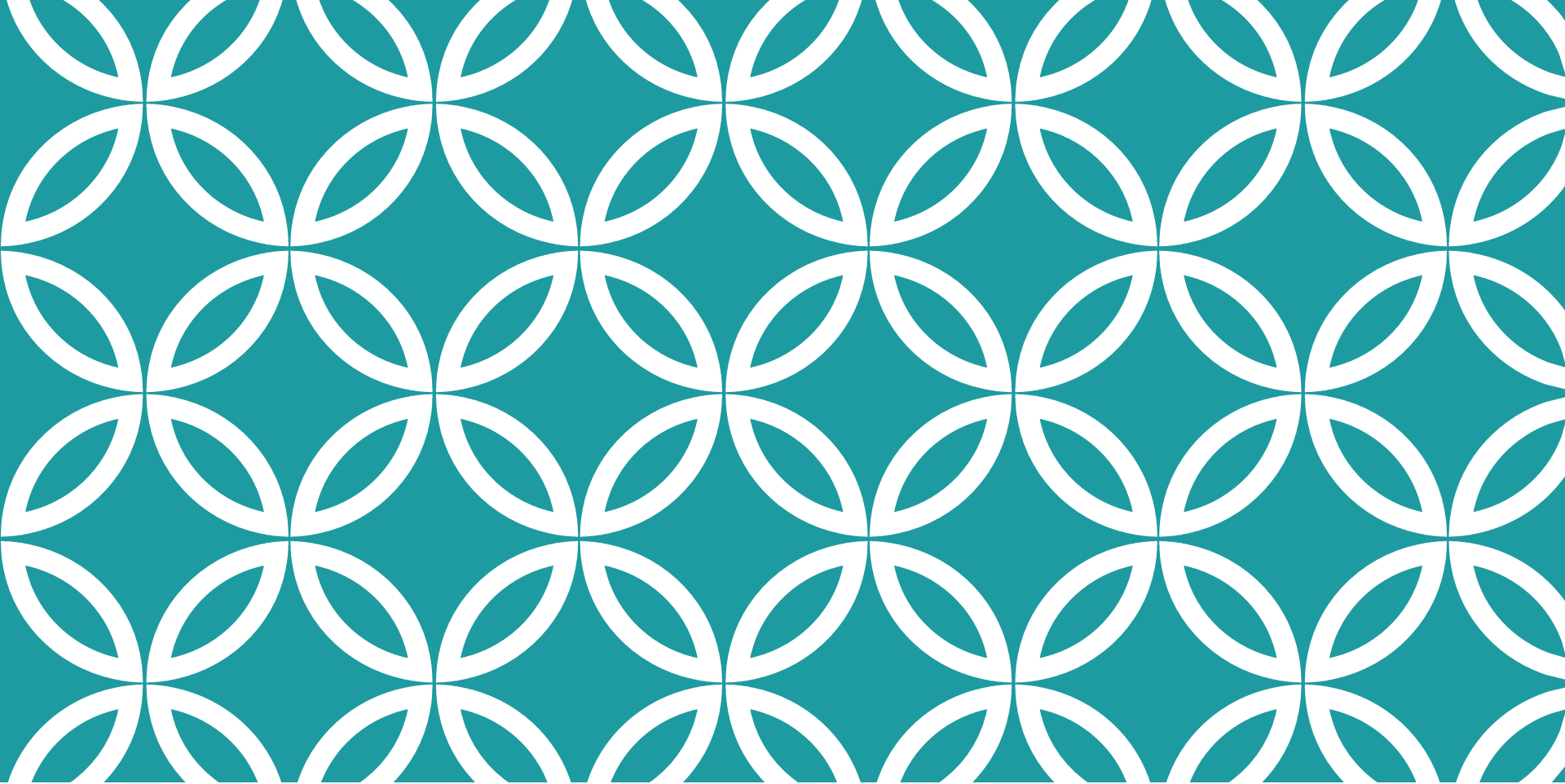
Our library system follows the Local Government Model Procurement Code as outlined in Kentucky Revised Statutes 45A.343 - 45A.460. KRS 45A.385 and 424.260(1) mandate that public agencies bid out expenditures of more than \$20,000. See <http://www.lrc.ky.gov/statutes/> for more information.

**You should cite  
KY procurement  
law in this  
section.**

**Click on Review FCC Form 470 to start  
generating a draft PDF copy of the form—  
suitable for sharing with the KDLA  
Technology Consultant!**

Save & Share

Review FCC Form 470



## REVIEW AND CERTIFICATION



# REVIEW YOUR FORM 470

**FCC Form 470 - Funding Year 2017**  
**Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506**  
Last Saved: 9/26/2016 9:00 PM EDT

Basic Information   Service Requests   Technical Contact Information   Procurement Information   **FCC Form 470 Review**   Certifications & Signature

PDF is generating and may take up to one minute to complete. Please hit refresh to check if document generation is complete.

[Refresh](#)

**Wait about 1 minute before hitting the Refresh button to access the PDF of your in-process form.**

**FCC Form 470 - Funding Year 2017**  
**Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506**  
Last Saved: 9/26/2016 9:00 PM EDT

Basic Information   Service Requests   Technical Contact Information   Procurement Information   **FCC Form 470 Review**   Certifications & Signature

Please [download](#) and carefully review this FCC Form 470 before certifying.

[Download Document Link](#)  
[USAC\\_FCC\\_FORM\\_470\\_APPLICATION\\_160000179\\_DRAFT](#)

☐ By checking this box, I certify that the information in the PDF document above is correct.

[Back](#)   [Send for Certification](#)   [Continue to Certification](#)

**Click the blue link to download a draft. You can send it to other staff members or the KDLA technology consultant to look over before certification.**

# DOWNLOAD A DRAFT OF YOUR FORM 470

DRAFT



## FCC Form 470 – Funding Year 2017

Form 470 Application Number: 170001506

Monthly Internet for FY 2017-18

### Billed Entity

Pioneer County Public Library System  
100 Main Street  
Boonesburg, KY 40069  
111-222-3333  
library.system10.user1@mailinator.com

### Contact Information

Lauren Abner  
library.system10.user1@mailinator.com  
502-564-1728

**Billed Entity Number:** 208

**FCC Registration Number:** 0123456789

### Application Type

**Applicant Type:** Library System

**Recipients of Services:** Bookmobile; Main Branch; Public Library; Public Library System

**Number of Eligible Entities:** 3

### Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
------	--------------------------------	--------------	-------

### Consultants

Name	Phone Number	Email
------	--------------	-------

### RFPs

Id	Name
89748	Bookmobile hotspot RFP

### Category One Service Requests

Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Internet Access and Transport Bundled		25 Mbps	100 Mbps	2	2	Circuits	Yes	Yes	
Internet Access and/or Telecommunications	Cellular Data Plan/Air Card Service		5 Mbps	10 Mbps	1	1	Lines	Yes	Yes	89748

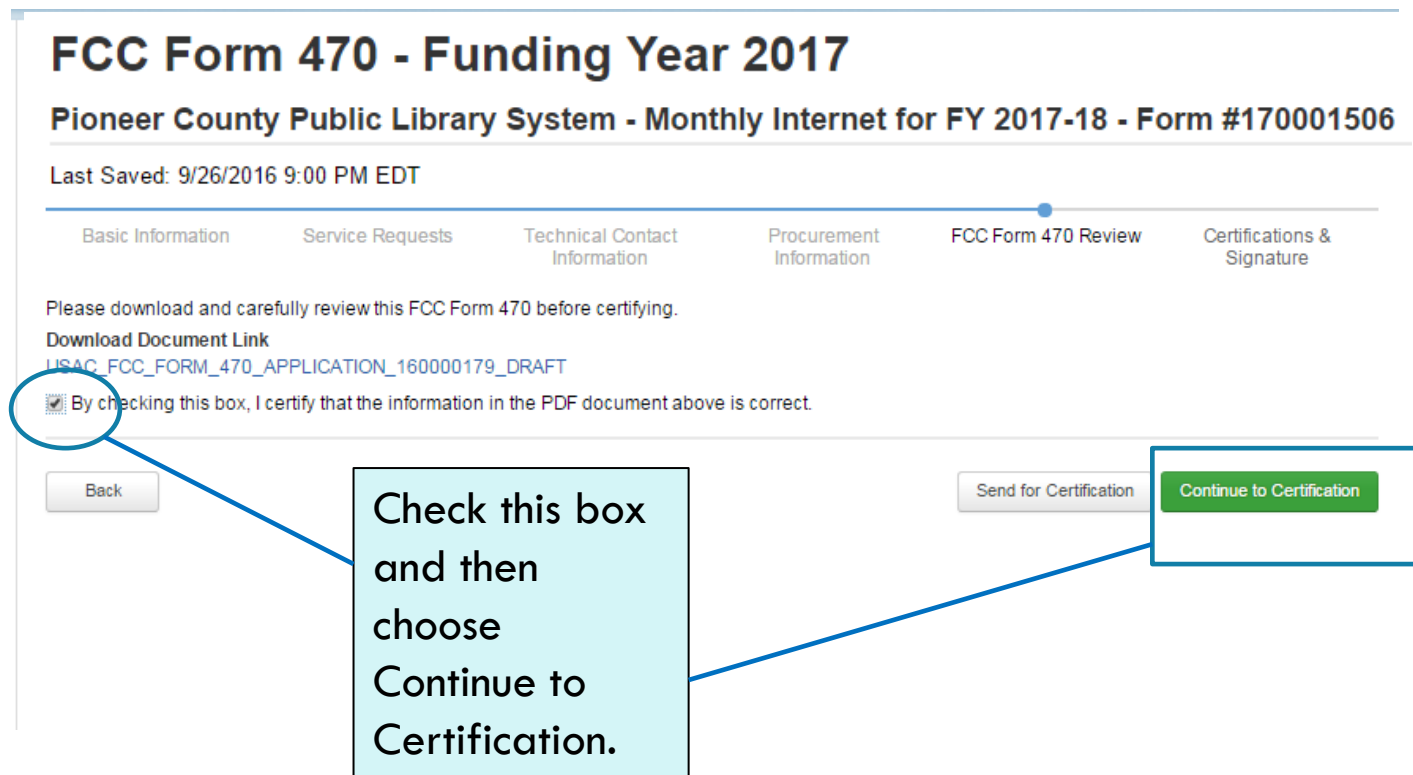
### Description of Other Functions

Id	Name
----	------

**Best practice: Look at your draft Form 470 again a day or two before certifying it—you can correct a draft 470, but if mistakes are included in a certified 470, you'll have to release another one and start the bidding process over.**



# IF YOU'RE THE CERTIFYING AUTHORITY



**FCC Form 470 - Funding Year 2017**

**Pioneer County Public Library System - Monthly Internet for FY 2017-18 - Form #170001506**

Last Saved: 9/26/2016 9:00 PM EDT

Basic Information   Service Requests   Technical Contact Information   Procurement Information   **FCC Form 470 Review**   Certifications & Signature

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link  
[USAC\\_FCC\\_FORM\\_470\\_APPLICATION\\_160000179\\_DRAFT](#)

☒ By checking this box, I certify that the information in the PDF document above is correct.

Back   Send for Certification   **Continue to Certification**

Check this box and then choose Continue to Certification.

# SEND FORM 470 TO ANOTHER CERTIFIER

The screenshot displays the 'FCC Form 470 - Funding Year 2016' page in the 'Library System 10 User 1 - Appian' interface. The page has a navigation bar with 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The left sidebar shows the 'USAC TRAINING' logo and a 'Save Changes' button. The main content area features a progress bar with steps: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review' (current step), and 'Certifications & Signature'. Below the progress bar, there is a 'Download Document Link' section with a link to 'USAC\_FCC\_FORM\_470\_APPLICATION\_160000179\_DRAFT'. A checkbox is present with the text 'By checking this box, I certify that the information in the PDF document above is correct.' At the bottom of the form, there are two buttons: 'Back' and 'Send for Certification'. The 'Send for Certification' button is circled in green. A modal dialog box is open, asking 'This function will send your FCC Form 470 to the full rights users in your organization for certification. Do you wish to proceed?' with 'No' and 'Yes' buttons. A green callout box points to the 'Send for Certification' button.

News Tasks (4) Records Reports Actions Library System 10 User 1 - Appian

USAC TRAINING Save Changes

## FCC Form 470 - Funding Year 2016

Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179

Last Saved: 12/9/2015 2:40 PM EST

Basic Information Service Requests Technical Contact Information Procurement Information FCC Form 470 Review Certifications & Signature

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link  
USAC\_FCC\_FORM\_470\_APPLICATION\_160000179\_DRAFT

☐ By checking this box, I certify that the information in the PDF document above is correct.

Back Send for Certification Continue to Certification

This function will send your FCC Form 470 to the full rights users in your organization for certification. Do you wish to proceed?

No Yes

Select this button to send the form to the Tasks list of any other full rights users associated with your library for certification.

# CERTIFY THE FORM 470

Records Reports Actions Library System 10 User 1 - Appian

## Certify FCC Form 470

Library System 10 - 2016 Form 470 for Category One and Two - Form #160000179

Last Saved: 12/9/2015 2:50 PM EST

Please complete the certifications below.

### Applicant Certifications

☒ I certify that the applicant includes libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).

### Other Certifications

☒ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

☒ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

☒ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

### NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503(c). The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting,

**You must agree to all of the certifications to post the Form 470.**

# CERTIFICATION - WARNING

Records Reports Actions **Library System 10 User 1 - Appian**

☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

☒ I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

☒ I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

**NOTICE**

In accordance with Section 5 and seeking universal service Administrator, 47 C.F.R. § 54.1934, as amended, 47 U.S.C. contained in 47 C.F.R. § 54.500, an agency may not conduct number.

The FCC is authorized under provide to determine whether applicable statute, regulation enforcing, or implementing the Justice or a court or adjudicated before the body or has an information may also be subject to disclosure under applicable law.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your form without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, *et seq.*

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

tain schools and libraries ordering services that are eligible for and Certification Form (FCC Form 470) with the Universal Service on's authority under Section 254 of the Communications Act of ols and libraries comply with the competitive bidding requirement part of a consortium.

tion of information unless it displays a currently valid OMB control

information we request in this form. We will use the information you e there may be a violation or a potential violation of any , state, or local agency responsible for investigating, prosecuting, ation in your application may be disclosed to the Department of (c) the United States Government is a party of a proceeding submitted with this form or in response to subsequent inquiries ultations, the Freedom of Information Act, 5 U.S.C. § 552, or other

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

No Yes

Back Certify

**You'll be reminded about potential penalties for making false statements.**

# VIEW YOUR CERTIFIED FORM 470

## My Landing Page



Welcome, Pioneer County Public Library System!

Your in-process and certified Forms 470 are listed at the bottom of My Landing Page. Form Type drop-down: select FCC Form 470. Funding Year drop-down: select 2017. In the far left column, click on the nickname to view the form.

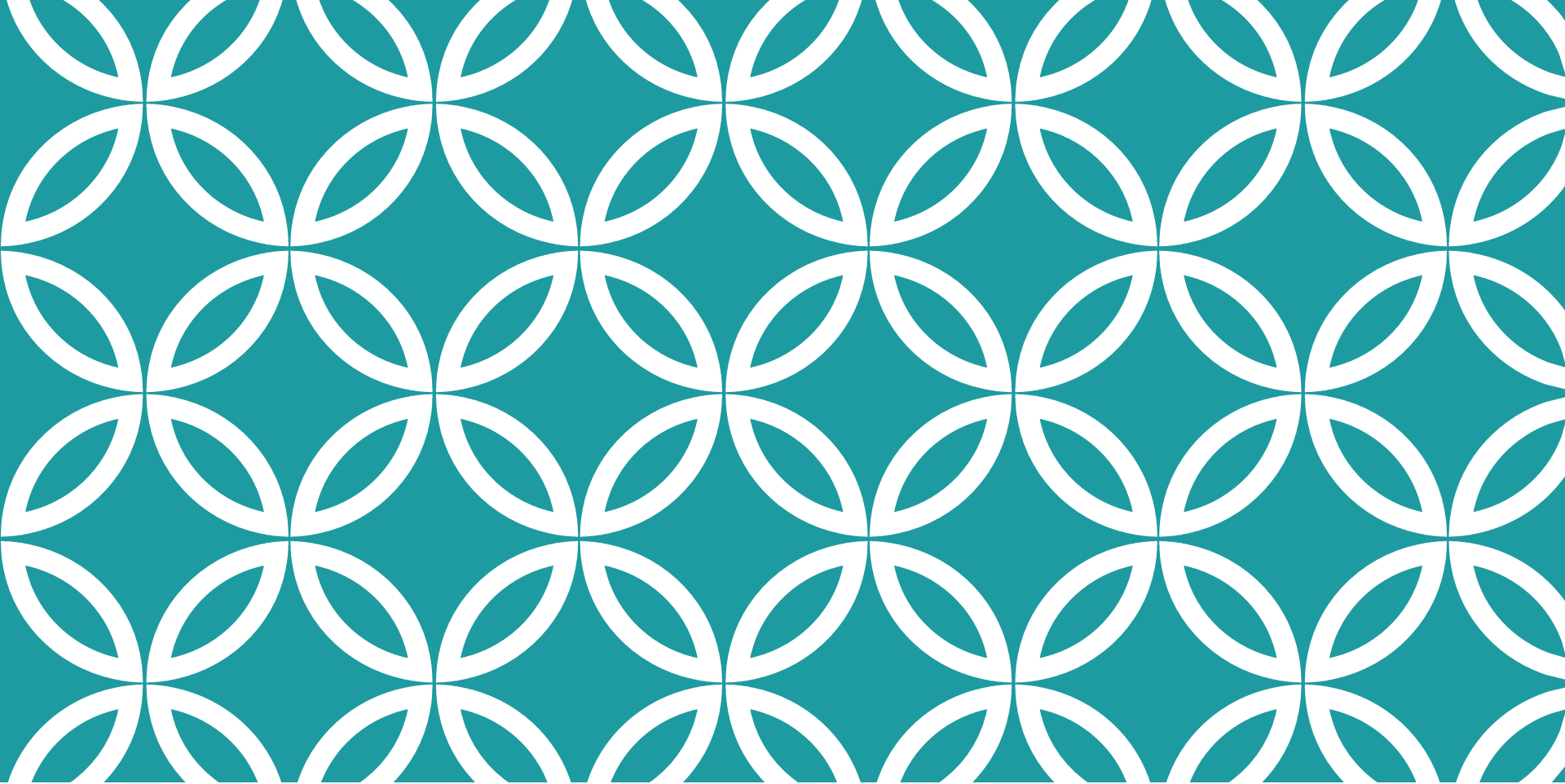
### FCC Forms

Form Type FCC Form 470

Funding Year 2017

Status ☒ All  
☐ Incomplete  
☐ Certified

Nickname	Application Number	Funding Year	Status
<a href="#">Monthly Internet for FY 2017-18</a>	170001502	2017	Certified
<a href="#">Category One and Two for FY 2017-18</a>	170001506	2017	Certified



**AFTER THE FORM 470 IS FILED**



# ALLOWABLE CONTRACT DATE

Your certified form will include an Allowable Contract Date (ACD), which is 28 calendar days after the form was certified. Keep in mind that your actual ACD may be different depending on what you specified in RFPs or whether your RFPs were posted in other places on later dates—that would restart the 28-day competitive bidding clock.

[Records / FCC Forms 470](#)

## Monthly Internet for FY 2017-18 - #170001502 [Follow](#)

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

### Application Information

Nickname	Monthly Internet for FY 2017-18	Created Date	9/23/2016 3:04 PM EDT
Application Number	170001502	Created By	Lauren Abner
Funding Year	2017	Certified Date	9/23/2016 4:33 PM EDT
Status	Certified	Certified By	Lauren Abner
Allowable Contract Date	10/21/2016	Last Modified Date	9/23/2016 4:33 PM EDT
		Last Modified By	Lauren Abner

### Billed Entity Information

Name	Pioneer County Public Library System	Billed Entity Number (BEN)	208
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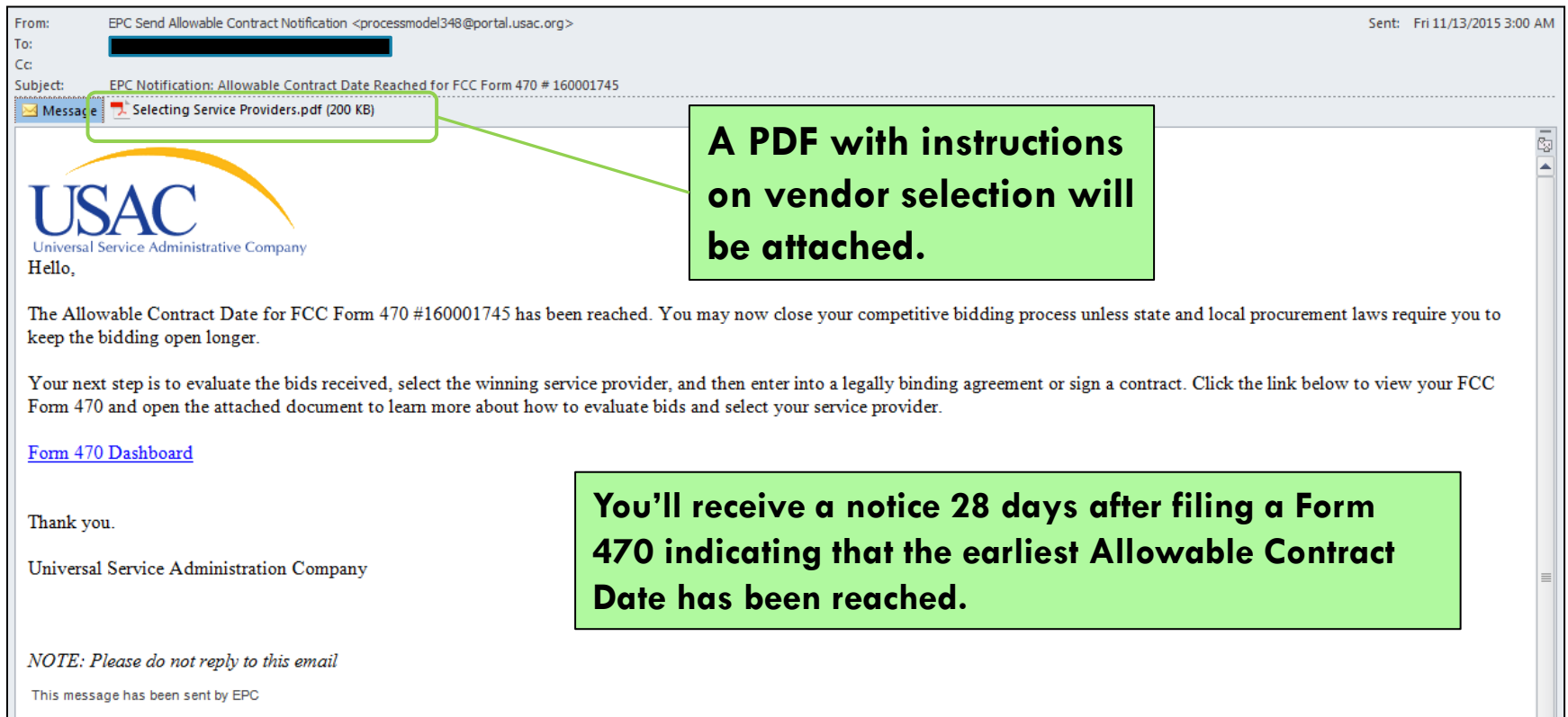
### Application Type and Recipients of Service

Applicant Type	Library System	Number of Eligible Entities	3
Recipient(s) of Service	<input checked="" type="checkbox"/> Public Library <input checked="" type="checkbox"/> Bookmobile <input checked="" type="checkbox"/> Main Branch <input checked="" type="checkbox"/> Public Library System		

### Contact Information

Name	Lauren Abner	Phone Number	502-564-1728
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# USAC EMAIL FOR ALLOWABLE CONTRACT DATE





# SAMPLE BID MATRIX - USAC

## Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
<b>TOTAL</b>	<b>100</b>	<b>65</b>	<b>68</b>	<b>92</b>

\*This number must be higher than all other numbers in the same column.

### List of Disqualified Bidders:

#### Vendor 1

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.



### Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of **92** points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

You must select the most cost-effective bid, meaning price is the primary factor, though a higher bid may win if it scores well on other factors.

Tips on constructing a bid evaluation:

<http://www.usac.org/sl/applicants/step02/evaluation.aspx>

Find this sample bid evaluation online at

<http://usac.org/res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf>

# SAMPLE BID MATRIX — E-RATE CENTRAL

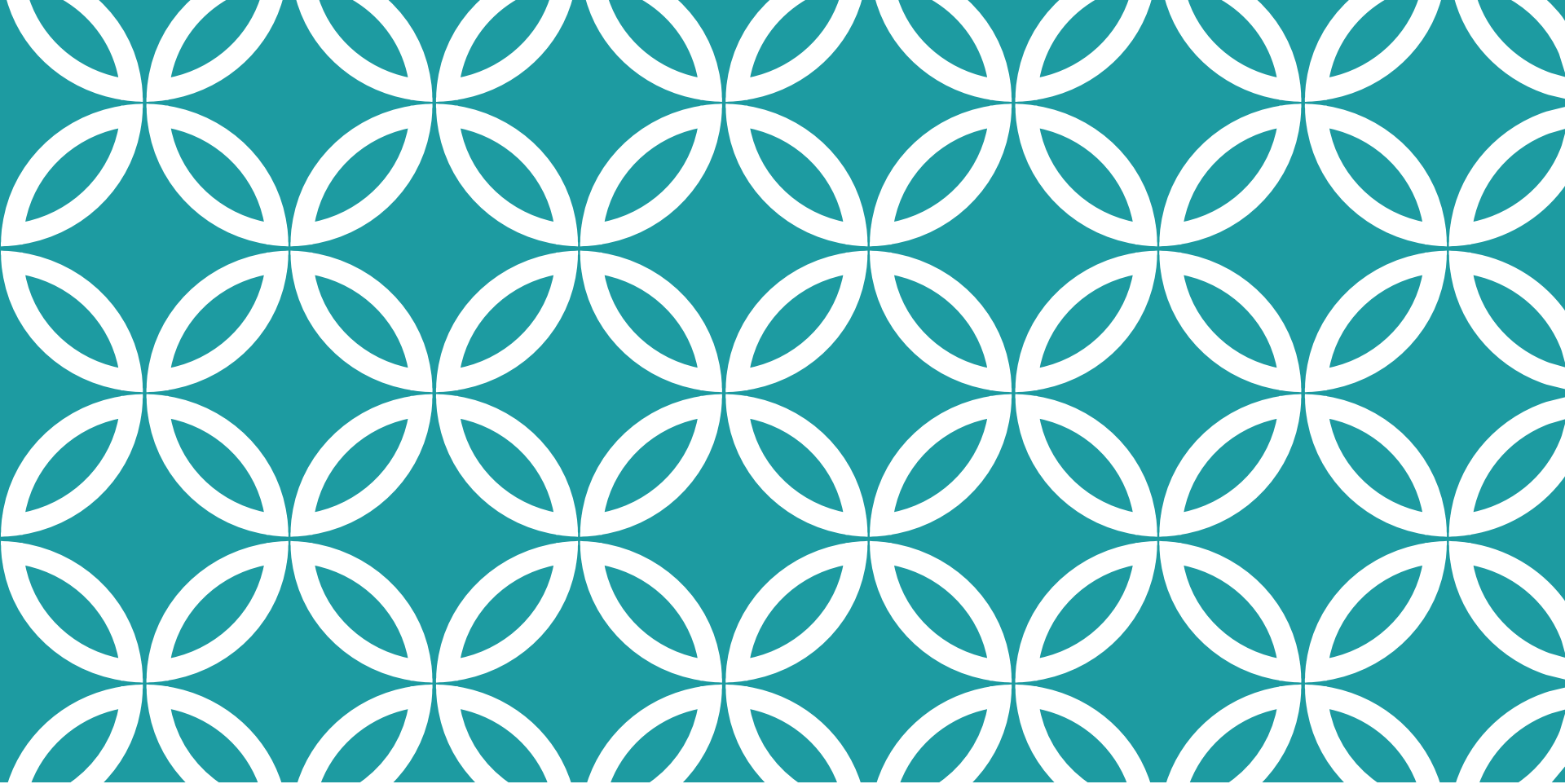
- E-rate Central, the website for a longtime E-rate consulting firm, has a sample bid evaluation matrix: <http://e-ratecentral.com/applicationTips/bidAssessment/CompetitiveBidResponseDocumentation.asp>
- KDLA neither recommends nor discourages applicants to use this particular bid matrix, but it does show a good example of how to track incoming bids and organize bid evaluations for several products/services by using multiple tabs on an Excel spreadsheet. Applicants have to modify the spreadsheet to reflect the factors important to their situation.

# ONE BID OR NO BIDS RECEIVED

- If you received only one responsive bid or no responsive bids at all in the 28-day competitive bidding window, make sure to memorialize that fact by sending yourself an email stating that fact. Otherwise, it may appear that you kept only the winning bid rather than all bids that came in.
- Applicants receiving 1 bid or no bids for a particular product or service may contact vendors to request quotes after the 28-day competitive bidding window has ended.
- Remember: If you post a new Form 470 for services previously bid on another 470, you have to throw out any bids collected from the first form you posted.
- The Schools & Libraries News Brief from 12/11/15 has some details on what to do if you get one bid or no bids.  
<http://usac.org/sl/tools/news-briefs/preview.aspx?id=652>

# LOOKING AHEAD – THE FORM 471

- The new Form 471 in EPC will likely be released during January or early February 2017.
- Prior to filing the Form 471, you must complete the competitive bidding process and sign a contract or make a legally-binding agreement with the vendor chosen through the bidding process.
- Be prepared to upload your contract or agreement and also to provide verification of square footage for Category Two budgets if needed (blueprints, signed letter from architect, city records, etc.)
- KDLA training on the Form 471 will be provided in early 2017 – check listservs for an announcement.



**WRAP-UP**

# RESOURCES

## USAC Schools & Libraries homepage

- [www.usac.org/sl](http://www.usac.org/sl)

## USAC Client Services Bureau

- 1-888-203-8100 or through your EPC account

## KDLA's E-rate page

- <http://kdla.ky.gov/librarians/programs/Pages/E-Rate.aspx>
  - Updates to this page are coming soon!

## E-rate Central

- [www.eratecentral.com](http://www.eratecentral.com)

# **SIGN UP FOR KYTECH LISTSERV®**

## **For Library Technology Support Staff:**

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: [join-kytech@listserv.ky.gov](mailto:join-kytech@listserv.ky.gov)

**E-rate updates and reminders are posted to KYTECH.**

# SIGN UP FOR *SL NEWS BRIEF*

The Schools & Libraries Program News Brief provides weekly updates on E-rate news, including in-depth tips on various aspects of the application process and the E-rate Productivity Center.

- To sign up, visit <http://usac.org/about/tools/publications/subscription-center.aspx> (scroll down for Schools & Libraries publications)

To sign up for Schools and Libraries (E-rate) Program publications, use this form:

Email address:	<input type="text" value="lauren.abner@ky.gov"/>
(optional) Your name:	<input type="text" value="Lauren Abner"/>
	<input checked="" type="checkbox"/> SL Program News Brief <input checked="" type="checkbox"/> SL Program EPC Release Notes <input type="checkbox"/> SL Program service provider webinar reminders
	<input type="button" value="subscribe"/>



# COMING ATTRACTIONS

## **E-rate Category Two Bidding**

Thursday, October 20<sup>th</sup>

10:00 a.m. Eastern/9:00 a.m. Central

Category Two funding for networking equipment and maintenance can save your library thousands of dollars on costly upgrades. Learn about calculating your Category Two budget, using RFP documents, handling vendors, and more. 90 glorious minutes!

[Registration Link](#)



FOR E-RATE QUESTIONS,  
CONTACT LAUREN ABNER.

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502.564.1728